



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 5420.17A
LPP-2
6 Jan 95

MARINE CORPS ORDER 5420.17A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS PRESERVATION, PACKAGING, AND PACKING (P3)
COMMITTEE

Encl: (1) Charter for the Marine Corps P3 Committee

1. Purpose. To transmit the enclosure and to establish policy on the assignment of the Marine Corps P3 committee.

2. Cancellation. MCO 5420.17.

3. Summary of Revision. This Order has been revised to update the policy and procedures for the P3 committee and should be reviewed in its entirety.

4. Information. This Order establishes the subject committee. Duties consist of, but are not limited to, data gathering, analysis, coordination, documenting findings, and making recommendations for the development of a Marine Corps position on P3 matters.

5. Membership

a. The HQMC P3 Program Manager (CMC (LPP-2)) is designated as the chairperson of the subject committee.

b. Composition of the committee will consist of representatives from HQMC, the supporting establishment, and the FMF as indicated in the enclosure.

6. Responsibilities

a. Chairperson

(1) Serve as coordinator and point of contact for all activities of the committee and/or any subgroups which may be formed.

(2) Distribute meeting location information and request submission of proposed agenda topics.

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(3) Develop meeting agenda/discussion items and distribute all P3 committee members.

(4) Preside at committee meetings.

b. Committee Members. Committee members are responsible for attending meetings and being fully prepared to meet and discuss the meeting agenda items. Each member is expected to be present at the meetings or, in the member's absence, be represented by the designated alternate. Members who have issues or problems to be presented to the committee shall submit such items to the chairperson (CMC (LPP-2)) with pertinent backup data and a discussion paper.

7. Action

a. Upon receipt of this Order, those commands listed in the enclosure shall provide, in writing, the following information to the CMC (LPP-2), Attention: Chairperson, P3 Committee: names, grades, office codes, room numbers, and telephone numbers of the primary and alternate members serving on the committee.

b. Members of the committee shall be guided by the contents of this Order and shall function within the confines of the enclosure.



R. K. RIGGS
Acting Deputy Chief of Staff
for Installations and Logistics

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CHARTER FOR THE MARINE CORPS PRESERVATION, PACKAGING, AND
PACKING (P3) COMMITTEE

1. Purpose and Scope. This document establishes the Marine Corps P3 Committee, sets forth principal functions, assigns responsibilities, and prescribes direction for its administration and operation. This document is applicable to HQMC, Marine Corps Logistics Bases (MCLB), and FMF organizations having P3 functions/sections.

2. Policy. The P3 committee will serve as a focal point to formulate policy and guidance on the P3 processing of Marine Corps supplies and equipment.

3. Composition. Committee membership will be composed of representatives from the following:

HQMC (CMC (LPP-2))	Chairperson
HQMC (CMC (ASL-31))	Member
Commander, Marine Forces Atlantic (COMMARFORLANT) (G3), Camp Lejeune, NC	Member
Commander, Marine Forces Pacific (COMMARFORPAC) (G3), Camp Smith, HI	Member
Commander, MCLB (COMMARCORLOGBASES) Code 87, Albany, GA	Member
1st Force Service Support Group (FSSG), Supply Battalion (SUPBN), P3, Camp Pendleton, CA	Member
2d FSSG, SUPBN, P3, Camp Lejeune, NC	Member
3d FSSG, SUPBN, P3, Camp Kinser, Japan	Member
1st Marine Aircraft Wing (MAW), Marine Corps Air Station (MCAS), Futenma, Japan	Member
2d MAW, MCAS, Cherry Point, NC	Member
3d MAW, MCAS, El Toro, CA	Member
School of Military Packaging Technology (SMPT) Aberdeen Proving Ground, MD	Member

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4. Responsibilities

a. Headquarters Marine Corps

(1) The CMC (L) will:

(a) Provide a chairperson from CMC (LPP-2).

(b) Request heads of HQMC principal staff agencies to appoint associate members to serve as advisors for specific areas of interest as the need arises and upon the recommendation of the chairperson.

(c) Assign subjects for investigation and review as interests and needs warrant.

(d) Approve/disapprove recommendations on items submitted by the chairperson.

(2) The committee chairperson will:

(a) Review packaging related periodicals and relay information concerning packaging materials and equipment to the Marine Corps P3 community.

(b) Attend industry trade shows and relay new and/or state-of-the-art technology in packaging equipment, materials, and processes to the Marine Corps P3 community.

(c) Review the Department of Defense (DoD) lead service testing facilities test reports for new and/or improved packaging equipment, materials, and processes. Provide test conclusions and recommendations to the Marine Corps P3 community.

(d) Review test reports concerning research and development (R&D) in the field of packaging. Broadcast the areas of R&D being pursued by industry, DoD components, and other government agencies to the P3 committee members to eliminate duplicate testing and/or evaluation.

(e) Serve as the Marine Corps representative on the DoD sponsored Defense Packaging Policy Group.

(f) Serve as the coordinator and point of contact for all activities of the committee and related task groups.

(g) Schedule committee meetings and arrange for facilities through the host activity.

(h) Notify members of the meeting and request proposed agenda topics (with discussion papers).

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(i) Develop and distribute the finalized agenda to the committee members and invited guests.

(j) Conduct the meetings and initiate appropriate action on behalf of the committee.

(k) Prepare and distribute the minutes of each meeting.

(l) Identify and assign special projects and action items to committee members.

(m) Coordinate the activities of the Marine Corps P3 Committee with the packaging boards of the U.S. Army, U.S. Air Force, U.S. Navy, and the Defense Logistics Agency.

b. Field Activities. Field activities are defined as COMMARFORLANT; COMMARFORPAC; COMMARCORLOGBASES; Commanding Generals of the FSSG's and MAW's; and the Dean of SMPT. Field activities will:

(1) Designate a member and alternate member of the P3 committee.

(2) Provide additional representatives for task force assignments or special projects, when requested.

(3) Provide agenda topics on packaging related issues.

c. Committee Members. The Marine Corps P3 committee members will:

(1) Serve as advisory staff for the Marine Corps on matters in the area of P3.

(2) Make recommendations regarding Marine Corps P3 policy, and participate in the preparation of adequate and uniform procedures and regulations to carry out this policy.

(3) Coordinate and recommend standardization of P3 materials, methods, and procedures.

(4) Provide a channel for the interchange of information on problems arising from the differences in P3 requirements. Participate in the planning and accomplishment of actions designed to foster a wider understanding of the factors which make those requirements necessary.

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(5) Coordinate with CMC (LPP-2) prior to local R&D or field evaluations of P3 related equipment, materials and/or processes to eliminate duplicate testing.

(6) Develop guidance and recommendations related to:

(a) Local programs for the reclamation and reuse of packaging materials, supplies, and containers.

(b) Publications concerning or affecting P3.

(c) P3 in procurement and supply operations.

(d) Reduction of P3 costs.

(e) Training for P3 activities.

(f) P3 safety.

(7) Prepare special studies, surveys, and provide recommendations or other actions concerning any major P3 problems noted.

5. Procedures

a. The committee will convene every 24 months, rotating between east and west coast locations. Special meetings may be called by the chairperson, as required. Attendance is limited to the designated members or their alternates, unless prior approval is received from the chairperson.

b. Agenda items considered appropriate for discussion at the committee meeting, will be submitted to the chairperson following the meeting notification and call for agenda topics.

c. The committee will recommend the establishment of task or study groups and ad hoc committees, membership thereto, and scope of activities for specific areas of study. These groups will report their findings in writing to the P3 committee chairperson and/or to the committee.

d. The committee will review the need to develop new or revise existing P3 specifications and make its recommendations to the proper specification authorities.

e. Recommendations and items which require decision by higher authority will be submitted for approval by the chairperson.

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f. Committee members and invited participants making presentations will provide a synopsis of their briefings to the chairperson at the time of the meeting for use in preparing the meeting minutes.

g. As P3 committee members and/or their alternates are replaced or changed, new names will be furnished in writing to the CMC (LPP-2) chairperson.

h. Each person nominated for membership on the committee must be cleared for access to classified matter, up to and including SECRET, and must have a thorough knowledge in all aspects of Marine Corps P3 as it pertains to that individual's activity.

i. Nine of the 12 members shall constitute a quorum for the transaction of business.

j. Funds for travel and participation in special projects and working groups will be provided by the respective organizational unit of each committee member.

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